

Revised August 11, 2003  
APPRENTICESHIP AND TRAINING STANDARDS  
FOR THE  
U.S. DEPARTMENT OF THE INTERIOR  
BUREAU OF RECLAMATION, GREAT PLAINS REGION

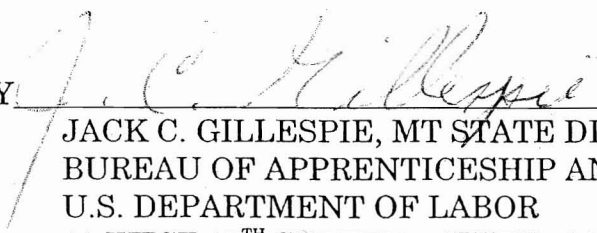
FOR  
APPRENTICEABLE OCCUPATIONS IN THE HYDROELECTRIC INDUSTRY

FORMULATED BY  
GREAT PLAINS REGION  
JOINT APPRENTICESHIP AND TRAINING COMMITTEE

IN COOPERATION WITH  
BUREAU OF APPRENTICESHIP AND TRAINING  
U.S. DEPARTMENT OF LABOR

REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM IN  
ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP  
ESTABLISHED BY THE SECRETARY OF LABOR.

BY

  
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DATE August 11, 2003

REGISTRATION NO. MT001740001

## FOREWORD

In line with the policy contained in the Basic Apprenticeship System established by the Bureau of Reclamation, and approved by the Secretary of the Interior on October 7, 1942, this apprenticeship plan for the Great Plains Region has been developed and approved by a committee jointly representative of the Regional administration, its employees, and the International Brotherhood of Electrical Workers.

The purpose of this plan is to:

- Establish standards and procedures which will give apprentices a fair and equitable opportunity to acquire the skills of their respective trades,
- Provide properly supervised work experience,
- Provide related technical instruction,
- Assure the Great Plains Region a continuing supply of competent craftworkers consistent with its needs and special requirements, and
- Ensure conformity with pertinent Office of Personnel Management (OPM), Department of the Interior, and Bureau of Reclamation regulations.

This plan defines and explains operational procedures to be used in administering the program.

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## **APPRENTICESHIP PROGRAM**

### **I. PROGRAM COVERAGE**

Power Operation and Maintenance Facilities of the Montana Area Office, the Wyoming Area Office, and the Eastern Colorado Area Office and associated field offices.

### **II. POLICY**

Reclamation ensures fair and equitable standards and procedures in accordance with the Office of Personnel Management (OPM) and the United States Department of Labor, Bureau of Apprenticeship and Training (BAT) policies and regulations, for developing apprentices in the various trade and craft occupations which Reclamation uses to fulfill its mission. This program is designed to train, appraise, and develop apprentices as they progress through the various stages to the fully competent journeyperson level.

### **III. DEFINITIONS**

**Standards of Apprenticeship** - shall mean this entire document including these definitions and other attachments hereto.

**Apprentice** - shall mean a person employed by the employer who has signed an Apprenticeship Agreement to acquire the skills as outlined in these standards.

**Committee** - shall mean the Joint Apprenticeship and Training Committee established to administer these standards.

**Subcommittee** - shall mean a group established by the Committee at an Area Office to perform Committee responsibilities at that location. The responsibilities of the Subcommittee shall be defined by the Committee.

**Employer** - shall mean the duly authorized administrative officials of the Bureau of Reclamation, Great Plains Region.

**Employee** - shall mean a journeyperson in a skilled trade, employed within the Region whose employment status is without limitation.

**Union** - shall mean the International Brotherhood of Electrical Workers, Local Union #1759.

**Apprenticeship Agreement** - shall mean the written document (DOL Form ETA-671) between the apprentice and the employer setting forth the responsibilities and obligations of both with respect to the apprentice's employment and training under these standards.

**Parties to the Apprenticeship Agreement** - shall mean the apprentice, supervisor, and a representative of the Human Resources Office, each of whom shall sign the agreement.

**Apprentice Supervisor** - shall mean an official appointed by the employer to administer these standards within a prescribed portion of the Region, usually an Area Office.

**Apprentice Instructor** - shall mean the person(s) designated by the Apprentice Supervisor to instruct individual apprentices.

**Registration Agency** - shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

**Personnel Representative** - An employee of the Great Plains Human Resources Office who has been designated by the employer as responsible for maintaining records on the progress of apprentices, assisting with advancement of apprentices, and coordinating the employee development effort.

**Consultant** - shall mean Reclamation's internal staff who provides guidance on labor relations, and/or a representative from the Department of Labor, Bureau of Apprenticeship and Training.

#### **IV. COMPOSITION OF JOINT APPRENTICESHIP COMMITTEE**

- A. The Great Plains Region Joint Apprenticeship and Training Committee (Committee) shall have equal representation from management and employees consisting of one Management representative and one Union representative from each of the three Area Offices. These representatives shall be appointed from the skilled employees group upon the recommendation of the Union. The Committee shall elect a Chairperson and a Secretary. The Chairperson shall be a member of the Committee. The Secretary does not need to be a member of the Committee.
- B. A Personnel representative, Union business representative, and internal Consultant will participate in meetings held by the Committee but will not be voting members.

- C. The Committee shall establish schedules of meetings and maintain minutes. The Chairperson or any two members of the Committee shall have the authority to call a special meeting when necessary. A quorum shall consist of not less than four (4) members: two (2) representing management, and two (2) representing the employees.
- D. An Apprenticeship Subcommittee (Subcommittee) shall be established at each Area Office to administer the Standards of Apprenticeship when an apprentice(s) is employed at that location. Separate Subcommittees may be established for each apprenticeable craft or one Subcommittee may be established for all apprenticeable crafts at a given area office.

## **V. DUTIES AND ROLES OF THE COMMITTEE**

- A. Develop new trade standards for crafts and review and update established trade standards as needed.
- B. Consider and act on all issues and problems related to apprenticeship and training.
- C. Sanction and oversee activities of Subcommittees to assure compliance with the approved Trade Standards.
- D. Develop policy for administering the apprenticeship program, provide decisions as appropriate, and communicate policy and decisions to Subcommittees, (e.g., revisions of trade standards, committee meeting minutes, forms, etc.).
- E. The Committee shall adopt procedures -- within the limitations of the laws and regulations affecting the employer -- and make recommendations with respect to:
  - 1. The number of apprentices to be trained;
  - 2. Work experience;
  - 3. Related trade instruction;
  - 4. Progress in learning the trade and seeing that a record is kept of same for each apprentice;
  - 5. Examination for periodic advancement of apprentices;
  - 6. Appointment of Apprentices and Instructors;
  - 7. Hearing and adjusting complaints of violations of apprenticeship agreements;
  - 8. Award completion of apprenticeship certificates;
  - 9. Notify the Bureau of Apprenticeship & Training of all graduations,

- terminations, and cancellations of Apprenticeship Agreements;  
10. Any other matters pertaining to the administration of these  
Apprenticeship Standards.

- F. Decision Making will be determined by consensus among the members as defined in IV.A. Only committee members will be part of the final decision.

## **VI. DUTIES AND ROLE OF THE SUBCOMMITTEE**

- A. The Subcommittee membership shall include at least one employee who is employed in the apprentice's craft.
- B. The supervisor of each apprentice shall have access to the Subcommittee and be part of the decision-making process regarding recommendations for advancement and non-advancement. The Supervisor may also serve as a Subcommittee member.
- C. The Subcommittee will meet periodically to review apprenticeship progress and recommend either advancement or no advancement. Apprentice reviews will be documented and may include either oral or written examinations (questions and answers), review of progress in related studies and test scores, and supervisory evaluation or recommendation. Subcommittees will keep records/documentation of reviews and recommendations.
- D. Subcommittees will follow the processes identified by the Committee to recommend promoting or not promoting an employee, and/or removing an apprentice from the program.
- E. Subcommittees will provide to the Committee an annual report by January 31<sup>st</sup> in a format established by the Committee. The report is intended to provide a summary of Subcommittee activities, the progress of the apprentices serving under the Subcommittee, and should include any suggestions for changes that will benefit the program.

## **VII. RESPONSIBILITIES AND DELEGATIONS OF THE EMPLOYER**

- A. Recruit for and fill vacant apprentice positions in accordance with Reclamation's Merit Promotion Plan.
- B. Designate management representatives to the Committee and Subcommittees and approve nominations of employee representatives recommended by the Union.

- C. Retain the final decision making authority for all matters concerning the hiring, advancement, and separation of apprentices.
- D. Designate a Personnel Representative to the Committee who shall:
  - 1. Maintain work progress/training reports on each apprentice.
  - 2. Coordinate the enrollment/completions/terminations of apprentices.
  - 3. Provide the Committee with assistance and support.

## **VIII. QUALIFICATIONS AND SELECTION OF APPRENTICES**

- A. Applicants accepted and registered as apprentices shall meet the following basic qualifications:
  - 1. Shall be at least eighteen (18) years of age;
  - 2. Must be physically able to perform all work of the trade and adapt to the job environment;
  - 3. Applicants must show potential skill for the apprentice position and potential aptitude and interest for learning trade theory and practice;
  - 4. Applicant must have sufficient educational background to complete related supplemental instruction;
- B. Applicants for apprentice positions shall be appointed in accordance with competitive procedures of the OPM and the personnel management policies of the employer. Selection shall be made in accordance with the employer's affirmative action goals and objectives and be in line with the Department of the Interior's current policy and goals for equal employment opportunity. Records of the complete selection process, including interview, will be retained for a period of at least five years.
- C. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, sex, color, religion, national origin, non-disqualifying handicap or age. The employer will take affirmative action to provide equal opportunity in apprenticeship and operate the Apprenticeship Program as required by Title 29, Code of Federal Regulations, Part 30 as amended.

## **IX. TERM OF APPRENTICESHIP**

- A. The term of apprenticeship shall be for the period of time stated in the attached Trade Standards for the trade or craft concerned and shall conform to OPM regulations. The term shall be of sufficient length for

attaining a fully competent level of expertise in the trade or craft.

- B. The term shall be divided into steps each consisting of thirteen (13) biweekly pay periods of approximately one thousand (1,000) hours of combined work experience and theoretical instruction. All paid leave will be counted towards the total number of hours.
- C. Credit for previous experience may be granted apprentices, in accordance with Section X.
- D. Apprentices who are reassigned or furloughed because of reduction-in-force should be given an opportunity to return to duty to complete their apprenticeship before new apprentices are hired.

#### **X. CREDIT FOR PREVIOUS EXPERIENCE**

- A. Applicants accepted for employment as apprentices, who have had previous experience pertinent in the trade, may be granted advanced apprenticeship standing by the employer, in accordance with applicable OPM and Bureau of Reclamation regulations after their records have been checked by the Subcommittee. In granting advanced apprenticeship standing, the Subcommittee shall ensure that sufficient time (steps) is provided for the apprentice to become a fully qualified journeyman.
- B. Apprentices receiving credit for previous experience will be paid the wage rate of the step to which such credit advances them.

#### **XI. APPRENTICESHIP AGREEMENT**

- A. Each apprentice and the employer shall sign an Apprenticeship Agreement, and the agreement shall be registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training. The agreement shall in no way abridge the rights of the apprentices as an employee, under OPM and the Bureau of Reclamation regulations; nor shall it obligate the employee beyond the limits of the laws and regulations governing activities of the Region.
- B. The Apprenticeship Agreement shall contain a clause making the terms and conditions of these Apprenticeship Standards a part of each agreement. For this reason, every apprentice shall read these standards before signing the agreement. The following parties shall receive a copy of the agreement properly completed and signed:

1. The Apprentice
2. The Supervisor
3. The Area Office
4. The Human Resources Office
5. The Registration Agency

## **XII. TERMINATION OF APPRENTICESHIP AGREEMENT**

- A. The probationary period shall be that specified by OPM regulations. During such period, the Apprenticeship Agreement may be terminated by either the apprentice or the employer notifying the other of such intent. Notice by the employer to the apprentice shall be in writing, and shall conform to applicable procedures for such termination.
- B. After the probationary period, an Apprenticeship Agreement may be terminated by the employer in accordance with applicable OPM Regulations governing such termination.
- C. The Bureau of Apprenticeship and Training shall be notified of all cancellations and terminations of agreements by the Personnel Representative.

## **XIII. PROMOTION TO THE NEXT STEP OR WITHHOLDING A STEP**

- A. Promotions are based on performance and must be earned through completing related instruction and on-the-job training, demonstration of the knowledge and skills of the craft, safe work practices, and acceptable conduct.
- B. Promotions are effective upon completion of the 13 bi-weekly pay periods and completing approximately 1000 hours of combined work experience and theoretical instruction. The Supervisor and Subcommittee must concur and recommend advancement. The advancement summary form and personnel action are received in the Human Resources Office prior to end of the period.
- C. The Subcommittee and Supervisor may recommend withholding no more than one step (promotion) for failure of the apprentice to meet the requirements for advancement. Once advancement to a step has been withheld, the apprentice will be removed from the program if he/she fails to meet advancement requirements during a subsequent period.

- D. The Subcommittee may recommend to the employer the extension of the term of apprenticeship for not more than one thirteen (13) biweekly period (one step) when the apprentice fails to complete requirements for the corresponding thirteen (13) bi-weekly periods.
- E. The Subcommittee may recommend the reduction of the term of apprenticeship by not more than one thirteen (13) biweekly period when the apprentice shows exceptional proficiency (accelerated promotion).
- F. Promotion documents or a recommendation to withhold a promotion shall be a priority for the Committee/Subcommittee and submitted in time for the employer to take action prior to the completion of the step.
- G. The Committee and Subcommittees will incorporate Family Friendly Leave and Family Medical Leave policies into the Apprenticeship Program. In situations where apprentices are absent from work for extended periods of time because of health or family friendly issues, the Subcommittee may recommend to the employer that the apprentice's promotion be delayed by an equal amount of time.

#### **XIV. WORK EXPERIENCE AND TRAINING**

- A. During the apprenticeship, the apprentice shall receive such experience and instruction in all areas of the trade as are necessary to develop a practical and skilled worker with in-depth knowledge of the theory and practices of the trade. The apprentice shall perform all duties commonly related to the apprenticeship.
- B. The "Schedule of Work Experience" for each trade is shown on the applicable Trade Standard attached to and forming a part of these standards. It is understood that the sequence of training experiences will be governed by the flow of work on the project.

#### **XV. SUPPLEMENTAL RELATED THEORETICAL INSTRUCTION**

- A. Courses of instruction will be provided and paid for by the employer. The apprentice may be required to enroll, at employer expense, in a local school, trade or industrial school, or correspondence course of equivalent instructional value. As a part of the apprenticeship program, all apprentices shall be required to complete a minimum of 144 hours with 180 hours average per year of related theoretical instruction. Related instruction is subject to the approval of the Subcommittee and employer.

- B. Apprentices shall be paid for work hours within their regular tour of duty which are spent in completing related theoretical instruction. These hours shall be considered hours of work. Training prescribed outside of the apprentice's tour of duty will be the responsibility of the apprentice and will not be paid as hours of work. Generally, duty and non-duty training hours are balanced on a 50-50 basis.
- C. Apprentices shall be expected to exercise the same diligence in pursuing related instruction as in pursuing practical training experience on the job.
- D. During the Subcommittee's review of an apprentice's progress (periodic examinations), the successful completion of related theoretical instruction will be considered along with the demonstration of knowledge and skills, safety, performance, and conduct.

## **XVI. SAFETY AND HEALTH TRAINING**

- A. Apprentices shall receive instruction in accident prevention and safe working habits during the entire term of their apprenticeship. Such instructions shall be incorporated into the actual work being performed on the job and with tools and equipment being used.
- B. The employer shall instruct the apprentice in safe and healthful work practices and shall insure that the apprentice is trained in facilities and other environments that are in compliance with Reclamation Safety and Health Standards and the Occupational Safety and Health Act of December 29, 1970, promulgated by the Secretary of Labor or state or agency standards which are found to be as effective as these Federal standards.
- C. Apprentices shall demonstrate safe working practices at all times.

## **XVII. PERIODIC EXAMINATIONS**

- A. Prior to each period of advancement, the Subcommittee and employer will conduct an examination or a review of the apprentice's progress on the job and in related theoretical instruction. If the review or examination indicates that the apprentice is not yet entitled to advancement, the Subcommittee may recommend to the employer that the promotion be deferred as defined in Section XII.
- B. In case of failure on the part of the apprentice to fulfill the obligations with respect to performance, safety, securing and completing related

instruction, or diligence to study, the employer shall, after a hearing at which the apprentice concerned may appear, take such action as the facts may justify. Under such circumstances, the Subcommittee may recommend appropriate action to the employer, or may recommend termination of the Apprenticeship Agreement. In such circumstances, the employer may recover training coursework costs from the apprentice as identified in the Continued Service Agreement.

## **XVIII. SUPERVISION OF APPRENTICES**

Apprentices shall be under the direction of a Supervisor and under the immediate direction of the Apprentice Instructor or other person who provides job instruction and experience. Subject to the approval of the employer, the apprentice's Supervisor is authorized to move the apprentice from one work experience to another in accordance with the schedule of work experience developed and attached to these standards. The Supervisor shall perform the following duties:

1. Approve record forms on apprentice's progress.
2. Coordinate related instruction with the Apprentice's Work Training Schedule, operating officials, and school authorities.
3. Maintain a record of progress on each apprentice's on-the-job experience and classroom training, and ensure monthly reports are submitted to the Personnel Representative.
4. Assist the employer in making periodic reports on apprenticeship activities for transmission to the designated official of the Bureau of Reclamation.
5. Perform such other duties in connection with the standards, as are assigned by the employer or the Subcommittee.

## **XIX. RECORDS**

- A. Each apprentice shall be responsible for maintaining a record of his/her work experience, on-the-job training, and the related instruction received and have this record verified by the Apprentice Instructor or Supervisor at the end of each month. Monthly summary reports are sent to Personnel Representative after approval by the supervisor.
- B. Apprenticeship records are required to be maintained for five years by the Personnel Office. Individual record files will include, but are not limited to:
  1. Apprenticeship Agreement

2. Position Descriptions or Standard Wage Definitions
3. Evidence crediting advance standing and documentation
4. Copies of official correspondence relating to the apprentice

## **XX. RATIO OF APPRENTICES TO JOURNEYPERSONS**

The number of apprentices employed is limited by the number that can be given proper supervision, training, safe working conditions and can be assured of a reasonable opportunity for employment on the completion of the apprenticeship. In accordance with labor/management contracts, the Region may employ one apprentice in any trade for the first journeyman steadily employed and one additional apprentice for each two additional journeymen steadily employed.

## **XXI. APPRENTICE WAGE SCHEDULE**

A progressively increasing schedule of wages for apprentices, expressed in percentages of the journeyman rate; shall be stated on the applicable Trade Schedule included in these standards. The actual rates will be determined from time to time in accordance with the wage administration policy of the Bureau of Reclamation. Apprentices shall be paid the regular hourly wage for attendance at required related instruction during duty hours and these related instruction hours shall be counted as a part of the regular apprenticeship term. Related instruction prescribed outside of the apprentice's tour of duty shall be credited as appropriate toward satisfaction of related instruction requirements under the program.

## **XXII. HOURS OF WORK**

The work day and the work week for the apprentice shall be the same as that for the journeyman employed in the trade, except where the scheduling of related instruction necessitates a variation in the apprentice's tour of duty, and shall otherwise be subject to the same conditions established for such journeyman. In case the employer shall require the apprentice to work in excess of his/her regular scheduled tour of duty, the apprentice will receive credit for all hours worked towards meeting the term of apprenticeship requirements. Overtime pay entitlement shall be in accordance with negotiated contract provisions and applicable statutory pay entitlement.

## **XXIII. CERTIFICATE OF COMPLETION OF APPRENTICESHIP PROGRAM**

Upon satisfactory completion of the requirements of apprenticeship as established in these standards, the Personnel Representative shall notify

the Bureau of Apprenticeship and Training requesting a "Certificate of Completion" be issued in the name of the apprentice.

#### **XXIV. MODIFICATION OF STANDARDS**

These Standards of Apprenticeship may at any time be amended by the Bureau of Reclamation, Great Plains Region, with the approval of the Joint Apprenticeship and Training Committee. The Bureau of Apprenticeship and Training will be notified promptly of all such modifications, and modifications shall not alter any apprenticeship agreement in force without consent of all parties concerned. Such modifications shall not be put into effect until they are registered with the Registration Agency.

#### **XXV. ADJUSTING DIFFERENCES**

Apprentices who have suggestions, recommendations and/or problems with their apprenticeship program shall present them to his/her Supervisor or the appropriate Subcommittee. This clause shall not supersede normal grievance procedures set forth in the bargaining agreement.

#### **XXVI. RELATIONSHIP OF TRADE STANDARDS TO BARGAINING AGREEMENT**

These standards shall not in any way be construed as modifying the obligations of the provisions of any collective bargaining agreement between the Bureau of Reclamation, Great Plains Region, and the International Brotherhood of Electrical Workers Local Union No. 1759. Should any of the provisions of these standards conflict with any of the provisions of such bargaining agreement, the provisions of the bargaining agreement shall prevail. Nor shall any provisions of the standards modify or nullify any applicable labor law covering the employer or employee in these trades.

#### **XXVII. REGISTRATION OF THE PROGRAM**

The registration of the Standards of Apprenticeship by the Bureau of Apprenticeship and Training certifies that the Standards conform to the labor standards which the U.S. Department of Labor believes are necessary to safeguard the welfare of apprentices. The Labor Department's general labor standards for apprenticeship programs are set forth in Part 29 of Title 29 of the Code of the Federal Regulations.

## **XXVIII. DEREGISTRATION**

This program may be de-registered upon voluntary action of the sponsor by the sponsor's request for cancellation of the registration. The program may also be de-registered for reasonable cause by the Bureau of Apprenticeship and Training of the U.S. Department of Labor when the Bureau institutes formal deregistration proceedings in accordance with the provisions of Part 29, Title 29 of the Code of Federal Regulations.

## **XXIX. CONSULTANTS**

The Bureau of Apprenticeship and Training, through its field staff, will provide to the extent of their ability a technical consultant service on apprenticeship training. This will consist of furnishing appropriate information and technical assistance.

**GENERAL APPRENTICESHIP PROGRAM**

**Jointly Adopted by**

**U.S. DEPARTMENT OF THE INTERIOR  
BUREAU OF RECLAMATION  
GREAT PLAINS REGION**

**and**

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS  
LOCAL UNION NO. 1759**

**OFFICIAL APPROVAL**

**BUREAU OF RECLAMATION  
GREAT PLAINS REGION**

**INTERNATIONAL BROTHERHOOD OF  
ELECTRICAL WORKERS, NO. 1759**

/s/ John C. Palmer Jr.

/s/ Kim Korman

Labor Relations Officer  
Title

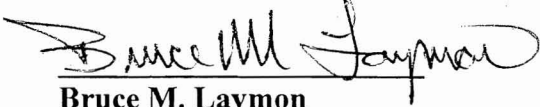
Financial Secretary  
Title

1/21/03  
Date

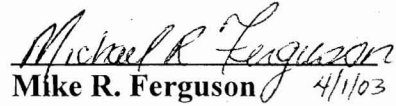
1-21-03  
Date

**Recommended for Approval by Following Committee Members:**

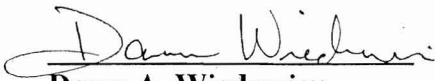
**FOR THE REGION**



**Bruce M. Laymon**  
Committee Member, WYAO

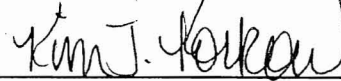


**Mike R. Ferguson** 4/11/03  
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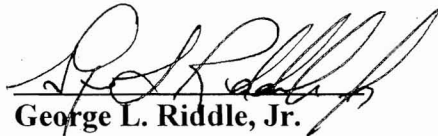


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